

APPENDIX K
INSPECTION, INVESTIGATION AND SAFETY SUPERVISORY UNIT

Preparation of Reports

Employees who are required to make out reports relating to their jobs shall prepare such reports on the Employer's time. The parties, recognizing that in many instances the employees required to make out such reports schedule their own hours, agree that it is not the intent of this paragraph to provide for the extension of the work week which is authorized by the Employer and thereby increase the Employer's overtime liability.

It is the intent of the parties to structure labor- management committee meetings for the purpose of reviewing and/or eliminating required paper work.

Such meetings will be held at least two times a year at the agency level. It is understood by the parties hereto that the final decision for the reduction and/or elimination of required paper work shall be made by the Employer.

Additionally, the parties agree that the Union will provide the Employer with an agenda which shall list the specific proposals to be made for the reduction and/or elimination of required paper work. If such agenda is not provided, the scheduled meeting shall not be held.

Credit Cards

The Employer, at its sole discretion, shall either make credit cards available to those employees who have a valid operational need for such credit cards or shall arrange for employees to bill necessary work-related telephone calls to their office telephone number.

Where the Employer can demonstrate that either credit cards or third party billing privileges have been abused, they shall be immediately withdrawn.

Meal Expenses

Employees who are required by the Employer to travel at least 15 miles from their normal work site as measured by the shortest regularly traveled route and whose work assignment requires that they remain away from said normal work site during their normal lunch period shall be reimbursed for out-of-pocket lunch expenses not to exceed \$3.50 including sales tax. These allowances for subsistence require no receipts or other accounting. However, they are not flat allowances and only amounts actually expended may be claimed.

Statewide Labor-Management Committee Meeting

The parties agree that statewide labor-management committee meetings will be held when there is a problem or situation which impacts on more than one agency which comprises this bargaining unit. These meetings will be held quarterly.

The committee will function on an ad hoc basis with each party selecting their representatives but the total number representing each party shall not exceed 15.

Either side may request such a meeting by submitting an agenda to the Director of Labor Relations of the Office of Administration.

Requests must be made two weeks in advance.

The time and place of the meeting will be determined by discussions between the Union and the management.

The meeting will be chaired on a rotating basis by the designee of the Director of Labor Relations and the representative of the Union.

Labor/Management Committees at the agency or local level shall meet at the request of either party at mutually convenient times. The party requesting the meeting shall provide a tentative agenda for discussions. The Employer will provide a timely response to the Union with regard to the issues discussed during the meeting. After consideration of the Union's recommendations, the Employer will implement whatever actions it deems appropriate, if any.

Personal Property Damage

In the event an employee who is involved in an undercover assignment or an investigation assignment in the field damages or destroys items of clothing or personal property which are worn by the employee and which are necessary for the performance of such employee's work, the Employer at its discretion shall reimburse the employee for either the value of, or cost of repair of, such clothing or personal property. The condition of the clothing or personal property immediately prior to such damage shall be taken into account in determining its value. The incident giving rise to such claims must be verified and not due to the employee's own negligence.

Office Expense

Employees in the following classifications in the Department of Environmental Protection whose office location is not owned or leased by the Commonwealth shall be paid \$55.00 per month which will compensate the employees for the cost of providing such office space telephone service:

- 71581 Surface Mine Conservation Inspector Supervisor
- 71811 Oil and Gas Inspector Supervisor

Office Equipment

Where the Employer requires the use of specific office equipment for the conduct of his assigned job duties the Employer shall provide such office equipment.

Heart and Lung Act

Parole agents may receive benefits as provided by the "Heart and Lung Act" (Act 193 of 1935 P.L. 477).

Expense Accounts

Expense vouchers that are submitted at the appropriate time and are properly completed and signed shall be paid within six weeks. Delays occasioned by situations beyond the jurisdictional control of the Governor or lack of funds shall not be the subject of any grievance.

Use of Commonwealth Vehicles

The parties hereto agree that an employee may use a Commonwealth vehicle for legitimate reasons after normal working hours. For purposes of this Agreement, "legitimate reasons" shall not include, among other reasons, the use of this aforesaid vehicle for entertainment or recreational reasons. To be eligible to use a

Commonwealth vehicle after normal working hours, the employee must be required by the Employer to remain away from home after such work hours.

Employees who have Commonwealth vehicles permanently assigned to them or who utilize Commonwealth vehicles on a day-to-day basis shall, if prior approval is secured, be permitted to drive these vehicles home at the end of their work day when, in the opinion of the Employer, such practice will result in the more efficient and economical use of both the employee's time and the vehicle so utilized.

Job Assignments

The Employer shall give consideration to territory assignments on the basis of seniority where such assignments do not adversely impact on the Employer's right to maintain efficient operations. The Employer further agrees to Meet and Discuss upon request of the Union on the impact of territorial redistribution or adjustments prior to implementation.

Uniform Allowance

- a. Employees in the following classification will receive an annual uniform allowance of \$100.00.
74250 Airport Fireman Supervisor
70753 Motor Carrier Enforcement Supervisor
G5420 Public Utility Enforcement Officer Rgnl. Supvr.

- b. The allowance provided for in (a) above will be payable no later than September 30 of each fiscal year unless an employee has been in active pay status for an aggregate of less than 200 working days during the preceding fiscal year, in which case the allowance will be prorated. For the purpose of this section, active pay status shall be defined as the items listed in Section 2 of Recommendation 20.

- c. Dog Law Enforcement Supervisors (74521) will receive the uniform allowance under the side letter between the parties dated July 1, 1994 with the exception that the allowance will be paid on a fiscal year basis instead of a calendar year basis.

- d. The parties agree to meet and discuss regarding the application of the allowance provided for in (a) above to Revenue Enforcement Supervisors if the Employer substantially alters the current rules regarding the wearing of the uniforms.

Video-Display Terminals

Upon request of the Union, health and safety issues concerning the operation of current VDT furniture/equipment will be addressed through the local meet and discuss process.

The Employer will give preference to ergonomics when economically practical in purchasing future and/or updating current VDT furniture/equipment. Before any VDT furniture/equipment is purchased, the Local Union will be notified. Upon request, the Employer agrees to meet and discuss with the Union at the local level to review and assess VDT/furniture purchasing issues. Any purchasing decisions will be made by the Employer in accordance with Article 2, Sections 1 and 2.

Issues appropriate for such meet and discuss sessions can include the following:

Alternate work for pregnant employees; adjustable chairs; adjustable work tables; detachable keyboards; angle adjustable monitors; adjustable copy holders; glare screens; wrist and foot rests; lighting; reducing printer noise.

Hazardous Duty Pay

Deep Mine Inspector Supervisors who are required to enter a mine for the purposes of rescue and recovery operations under emergency conditions as defined by the Department of Environmental Protection will be entitled to receive an additional \$5.00 per hour pay for all such time spent underground.

Department of Labor and Industry

Safety Inspector Supervisors in the Department of Labor and Industry will receive a monthly stipend of \$50.00.